

# Memo

**To:** Board of Managers  
**CC:** Shana Davis-Cook, Village Manager  
**From:** John M. Fitzgerald, Chief of Police *JMF*  
**Date:** April 30, 2014  
**Re:** Purchase Authorization Request—Marked Patrol Car

## *Request*

In keeping with the recently-modified Police Vehicle Replacement Policy, I respectfully request that the Board authorize the purchase of a replacement marked patrol car at a cost of \$34,342.

At the Board Meeting in October, 2013, the Board modified the Police Vehicle Replacement Policy from one that was based a vehicle's mileage (75,000 miles) to one that is now based on its years of service (as a function of wear and tear). Pursuant to that change, two of our cars were eligible for immediate replacement, and the third would be eligible in FY15. At the same October meeting, the Board modified the FY14 capital budget to fund the acquisition, and authorized the purchase of two cars and the related equipment. Both of those new cars are in service and they are a significant improvement over our old cars.

Earlier this month, the Board adopted the FY15 budget, and the capital budget includes funds (\$40,000) to replace the third of our three police cars.

## *Green Procurement*

In accordance with the "Guidelines on Green Procurement and Greening the Fleet of Vehicles for Chevy Chase Village," we have looked into procuring a "green" vehicle. A hybrid car would not be the right choice for a patrol car due to the functions that it must perform, but the car that we recommend—the all-wheel drive 2015 Ford Utility—has an efficient 6-cylinder engine. This car is identical to the two cars that we recently purchased.

## *Cost of a New Car*

The State of Maryland already conducted a competitive bidding process for its police cars, and the Village may take advantage of the favorable prices under that contract. Since this car is a public safety vehicle, SafeSpeed revenues may be used to pay for it. Pricing is as follows:

|  |                               |
|--|-------------------------------|
| Base price (competitively bid):        | \$26,892                      |
| Equipment (we will reuse what we can): | 7,750                         |
| Installation labor:                    | 4,000 (40 hours @ \$100/hour) |
| Less trade-in                          | (-4,300)                      |
| <b>Total acquisition cost:</b>         | <b>\$34,342</b>               |

## *Action Requested*

Board authorization is requested for the purchase of one (1) 2015 Ford AWD Utility Vehicle under Maryland State BPO #001B4400297 in the amount of \$34,342 subject to appropriation of funds as of July 1, 2014.

## **Attachments:**

- CIP Expenditure Detail Sheet
- Maryland State BPO #001B4400297 Information Sheet
- Quote from Hertrich Fleet Services pursuant to BPO #001B4400297

# Expenditure Detail Sheet

## Public Safety Vehicles

Category  
Department  
Zone Location

Vehicles  
Police/Communications  
3

Date Last Modified  
Funding Source  
Status

February 27, 2014  
Tax-Based/*SafeSpeed*  
Ongoing

### EST. EXPENDITURE SCHEDULE (dollars in thousands)

| Vehicle Type         | Total      | Est.<br>FY14 | Total<br>6 Years | FY15      | FY16     | FY17     | FY18     | FY19      | FY20      | Beyond<br>6 Years |
|----------------------|------------|--------------|------------------|-----------|----------|----------|----------|-----------|-----------|-------------------|
| Police Cruisers (x3) | 246        | 80           | 166              | 40        | 0        | 0        | 0        | 84        | 42        | 0                 |
| Hybrid surveillance  | 30         | 0            | 30               | 0         | 0        | 0        | 0        | 0         | 30        | 0                 |
| <b>Total</b>         | <b>276</b> | <b>80</b>    | <b>196</b>       | <b>40</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>84</b> | <b>72</b> | <b>0</b>          |

### EST. FUNDING SCHEDULE (dollars in thousands)

|                           |            |           |            |           |          |          |          |           |           |          |
|---------------------------|------------|-----------|------------|-----------|----------|----------|----------|-----------|-----------|----------|
| Tax-Based Revenues        | 0          | 0         | 0          | 0         | 0        | 0        | 0        | 0         | 0         | 0        |
| <i>SafeSpeed</i> Revenues | 276        | 80        | 196        | 40        | 0        | 0        | 0        | 84        | 72        | 0        |
| Grants/Reimbursements     | 0          | 0         | 0          | 0         | 0        | 0        | 0        | 0         | 0         | 0        |
| <b>Total</b>              | <b>276</b> | <b>80</b> | <b>196</b> | <b>40</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>84</b> | <b>72</b> | <b>0</b> |

### EST. OPERATING BUDGET IMPACT (dollars in thousands)

|                     |  |  |            |          |           |           |           |           |           |  |
|---------------------|--|--|------------|----------|-----------|-----------|-----------|-----------|-----------|--|
| Labor/Maintenance   |  |  | -10        | 0        | -2        | -3        | -2        | -2        | -1        |  |
| Materials/Equipment |  |  | -10        | 0        | -2        | -3        | -2        | -2        | -1        |  |
| <b>Total</b>        |  |  | <b>-20</b> | <b>0</b> | <b>-4</b> | <b>-6</b> | <b>-4</b> | <b>-4</b> | <b>-2</b> |  |

### Description

These vehicles will ensure the continuity of operations of Village government while ensuring that the services Village residents have come to rely on such as 24/7 police patrols, house checks, speed and stop sign enforcement, continue uninterrupted. The cost for a police cruiser is all inclusive of any equipment needed such as a radio, light bar and push bumper. Due to these vehicles being used for pedestrian, vehicular and public safety needs, the expenditures would be eligible to be paid out of the *SafeSpeed* revenues.

### Estimated Schedule

Vehicles are purchased pursuant to the Village's Vehicle Operational Plan. Specifically, marked cars are to be replaced by the time they are five service years old. The hybrid surveillance car receives lighter use, and according to the Plan, it is to be replaced on an as-needed basis. We have scheduled its replacement plan to replace it in FY20 (although this may change if unforeseen problems arise with that car); it will be over 9 years old at that time.

### Cost Change

On the assumption that there will be some market increases, the price projection for fully-equipped police cars is \$2,000 more in FY19 and FY20.

### Justification

These vehicles will ensure the continuity of operation of Village government while ensuring that the services Village residents have come to rely on such as 24/7 police patrols, house checks, speed and stop sign enforcement are maintained.

### Coordination

- Board of Managers
- General Government
- Police Department
- Public Safety Committee

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*

PO NO: 001B4400297

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### SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

**VENDOR ID:** 1510381749  
HERTRICH FLEET SERVICES INC  
1123 INDUSTRIAL PKWY

DENTON, MD 21629  
(800 ) 698-9825

### REFER QUESTIONS TO:

TRUDY M LILLER  
(410 ) 767-8855  
TRUDY.LILLER@DGS.STATE.MD.US

**ITB:** 001IT819349

**EXPR DATE:** 12/17/14  
**POST DATE:** 12/18/13

**DISCOUNT TERMS:** . NET 30 DAY  
**CONTRACT AMOUNT:** .00

### TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

MODIFICATION NO 1 THIS MODIFICATION IS TO CORRECT THE DESCRIPTION LINES 0003, 0004 AND 0005. EFFECTIVE 1/27/14

VENDOR CONTACT: RUSS EVANS  
PHONE #: 800-698-9825

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STATEWIDE CONTRACT  
FOR  
LAW ENFORCEMENT VEHICLES - MODEL YEAR 2014

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CONTRACT TERM: 12/16/2013 - 12/17/2014 (1 YEAR)

CONTRACT PERIOD: ONE (1) YEAR FROM DATE OF AWARD OR UNTIL PRODUCTION IS CUT OFF BY THE MANUFACTURER (WHICHEVER COMES FIRST). SUCCESSFUL VENDOR MUST NOTIFY THE PROCUREMENT OFFICER FOR THE STATE OF MARYLAND, DEPARTMENT OF GENERAL SERVICES REGARDING PRODUCTION CUT-OFF DATES AS SOON AS THE DEALERSHIP IS NOTIFIED BY THE MANUFACTURER.

ALL QUOTATIONS ARE TO BE NET, CASH DISCOUNTS FOR ANY PERIOD WILL NOT BE ALLOWED. PRICES QUOTED SHOULD REFLECT DELIVERY F.O.B. DESTINATION TO ANY POINT WITHIN MARYLAND FOR ALL VEHICLE TYPES. PRICES QUOTED ARE TO BE FIRM FIXED PRICES FOR THE ENTIRE CONTRACT PERIOD.

NO TRADE-INS ARE INVOLVED. CONTRACTOR WILL BE RESPONSIBLE FOR LICENSE TAG TRANSFERS FROM THE STATE VEHICLE BEING REPLACED TO THE

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## STATE OF MARYLAND

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### TERMS (cont'd):

NEW VEHICLE AT THE POINT OF DELIVERY OR MARYLAND TEMPORARY TAGS  
WHICHEVER IS APPLICABLE.

#### PROCESSING FEE

1. CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACT'S UNIT PRICES.

2. THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD., 21201, WITHIN TEN (10) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL ALSO BE EMAILED TO THE PROCUREMENT OFFICER.

3. FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENTS MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO \$10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICHEVER IS HIGHER.

| <u>LINE #</u> | <u>STATE ITEM ID</u> | <u>U/M</u> | <u>UNIT COST</u> |
|---------------|----------------------|------------|------------------|
| 0001          | 07006-310000         | EA         | 21,891.0000      |

VEHICLE, TYPE 3-1, MSP LAW ENFORCEMENT, SUV

AUTOMOBILE, TYPE 3-1 FLEX FUELED POLICE PATROL VEHICLE (E85) ETHANOL  
PER THE 2014 ST OF MD SPECIFICATIONS.

2014 DODGE CHARGER LDDE48

ADDITION FOR HEATED OUTSIDE MIRRORS: \$60

ADDITION FOR REAR INSIDE DOOR LOCKS AND HANDLES DEACTIVATED: \$25

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| LINE # | STATE ITEM ID | U/M | UNIT COST |
|--------|---------------|-----|-----------|
|--------|---------------|-----|-----------|

ADDITION FOR MSP 2 TONE PAINT: \$1050  
ADDITION FOR ALL WHEEL DRIVE (AWD): \$2918 (V-8 ENGINE INCLUDED IN PRICE; VEHICLE MUST HAVE V8 FOR AWD)  
ADDITION FOR V-8 ENGINE ONLY: \$1985

ALL OTHER OPTIONS AVAILABLE AT 0% OFF MANUFACTURER'S LIST PRICE.

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|      |              |    |             |
|------|--------------|----|-------------|
| 0002 | 07006-400000 | EA | 22,934.0000 |
|------|--------------|----|-------------|

AUTOMOBILE, TYPE 4, STD LAW ENFORCEMENT

VEHICLE, TYPE 4, STANDARD LAW ENFORCEMENT SEDAN, ALL WHEEL DRIVE (AWD) PER 2014 ST OF MD SPECIFICATIONS.

2014 FORD POLICE INTERCEPTOR SEDAN AWD P2M

ADDITION FOR DARK CAR FEATURE: \$20  
ADDITION FOR 4 CYLINDER ECO-BOOST: \$295 (FWD, NON-PURSUIT RATED)  
ADDITION FOR RADIO NOISE SUPPRESSION PACKAGE: \$95

ALL OTHER OPTIONS AVAILABLE AT 0% OFF MANUFACTURER'S LIST PRICE.

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|      |              |    |             |
|------|--------------|----|-------------|
| 0003 | 07006-400000 | EA | 20,283.0000 |
|------|--------------|----|-------------|

VEHICLE, TYPE 4C, FLEX FUELED STANDARD LAW ENFORCEMENT SEDAN (E85) ETHANOL PER THE 2014 ST OF MD SPECIFICATIONS.

2014 CHEVROLET IMPALA POLICE 1WS19

ADDITION FOR BODY SIDE MOLDING: \$100  
ADDITION FOR DARK CAR FEATURE: NO CHARGE  
ADDITION FOR LED LEFT HAND SPOTLIGHT: \$515

ALL OTHER OPTIONS AVAILABLE AT 0% OFF MANUFACTURER'S LIST PRICE.

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|      |              |    |             |
|------|--------------|----|-------------|
| 0004 | 07048-09C000 | EA | 25,132.0000 |
|------|--------------|----|-------------|

VEHICLE, TYPE 9P, ALL WHEEL DRIVE MIDSIZE POLICE PURSUIT UTILITY VEHICLE PER 2014 ST OF MD SPECIFICATIONS.

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| <u>LINE #</u> | <u>STATE ITEM ID</u> | <u>U/M</u> | <u>UNIT COST</u> |
|---------------|----------------------|------------|------------------|
|---------------|----------------------|------------|------------------|

2014 FORD POLICE INTERCEPTOR UTILITY AWDK8A

ADDITION FOR DARK CAR FEATURE: \$20

CREDIT FOR SPOTLIGHT DELETE: \$345

THE SPOTLIGHT DELETE IS A CREDIT, NOT ADDITIONAL CHARGE.

ALL OTHER OPTIONS AVAILABLE AT 0% OFF MANUFACTURER'S LIST PRICE.

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|      |              |    |             |
|------|--------------|----|-------------|
| 0005 | 07048-10CP00 | EA | 28,861.0000 |
|------|--------------|----|-------------|

VEHICLE, TYPE 10P, FULL SIZE UTILITY VEHICLE, POLICE PURSUIT  
CERTIFIED PER THE 2014 ST OF MD SPECIFICATIONS.

2015 CHEVROLET TAHOE PPV CC 10706

ADDITION FOR 600 AMPS FOR 2ND BATTERY: \$190

DARK CAR FEATURE: NOT AVAILABLE

ALL OTHER OPTIONS AVAILABLE AT 0% OFF MANUFACTURER'S LIST PRICE.

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END OF ITEM LIST

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### ADDITIONAL TERMS AND CONDITIONS:

ONLY THE SPECIFIC MODEL VEHICLES LISTED WILL BE CONSIDERED. NO  
SUBSTITUTES.

COLOR: TO BE ANY SOLID COLOR AS SHOWN IN MANUFACTURER'S COLOR  
SELECTOR ON MODEL BID. WHETHER COLOR IS STANDARD OR OPTIONAL, THE  
COLOR MUST BE PART OF BASE BID.

AT TIME OF DELIVERY FROM DEALER, EACH VEHICLE SHALL CONTAIN A MINIMUM  
OF FIVE (5) GALLONS OF GASOLINE.

TIRES: TIRES RECALLED BY ANY MANUFACTURER WILL NOT BE ACCEPTED. IF A  
MODEL TIRE IS RECALLED BETWEEN CONTRACT AWARD AND VEHICLE DELIVERY, IT  
WILL BE THE RESPONSIBILITY OF THE DEALER TO REPLACE ANY SUCH TIRES  
PRIOR TO DELIVERY OF THE VEHICLE.

VEHICLE MUST BE DELIVERED WITH A CERTIFICATE OF ORIGIN.

THERE IS TO BE NO DEALER IDENTIFICATION ATTACHED TO THE NEW VEHICLE.

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TERMS (cont'd):

VENDOR WILL BE REQUIRED UPON DELIVERY TO SUBMIT A CERTIFICATE SHOWING THAT THE VEHICLE WAS SERVICED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDED NEW MOTOR VEHICLE PREPARATION CHECK SHEET. THIS CERTIFICATION IS TO BE SIGNED BY THE PERSON WHO SERVICED THE VEHICLE, AS WELL AS THE OWNER AND/OR DESIGNATED REPRESENTATIVE OF MANAGEMENT.

### WARRANTY

BASIC: 3 YEARS/36,000 MILES

DRIVETRAIN: 5 YEARS/100,000 MILES

CORROSION: 3 YEARS/36,000 MILES; RUST-THROUGH 6 YEARS/100,000 MILES

ROADSIDE ASSISTANCE: 5 YEARS/100,000 MILES

MAINTENANCE: 2 YEARS/24,000 MILES; 2 YEAR MAINTENANCE PROGRAM

STANDARD AND/OR EXTENDED WARRANTY PAPERS MUST BE GIVEN AT TIME OF VEHICLE DELIVERY.

WARRANTY AND SERVICE IS TO BE HONORED AT MANUFACTURER'S DEALERSHIPS, REGARDLESS OF WHICH DEALER IS THE SUCCESSFUL BIDDER.

QUANTITIES ARE ESTIMATES ONLY AND ARE NOT TO BE CONSTRUED AS ANY MINIMUM OR MAXIMUM GUARANTEE.

ANY REDUCTION OF PRICES DURING THE PERIOD OF THIS CONTRACT SHALL BE PASSED ON TO THE STATE OF MARYLAND.

ALL PRODUCTS USED IN PACKING TO CUSHION AND PROTECT DURING THE SHIPMENT OF COMMODITIES ARE TO BE MADE OF RECYCLED, RECYCLABLE, AND/OR BIODEGRADABLE MATERIALS.

VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

USAGE REPORTS: SUCCESSFUL VENDOR(S) MUST PROVIDE USAGE FIGURES FOR ALL VEHICLES PURCHASED AGAINST THIS CONTRACT. INFORMATION MUST INCLUDE ALL POLITICAL SUBDIVISIONS AND NON-PROFIT ORGANIZATIONS. STATISTICS MUST BE CATEGORIZED BY ORDERING ENTITY AND TYPE OF VEHICLE. USAGE REPORTS MUST BE PROVIDED ON A QUARTERLY BASIS. VENDORS WHO ARE DETERMINED TO BE IN DEFAULT OF THIS MANDATORY REPORT REQUIREMENT WILL NOT BE ALLOWED TO BID ON ANY FUTURE REQUIREMENTS. REPORT SHALL BE SENT IN EXCEL FORMAT AND EMAILED TO THE DGS PROCUREMENT OFFICER.

THE MARYLAND DEPARTMENT OF GENERAL SERVICES' "TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000" AND ALL SPECIFICATIONS, TERMS AND CONDITIONS OF ITB #MDDGS31011393 INCORPORATED HEREIN BY REFERENCE.

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AUTHORIZED BY: \_\_\_\_\_



BUYER AUTHORIZED DESIGNEE

DATE: \_\_\_\_\_

1/28/14



# HERTRICH FLEET SERVICES, INC

1427 Bay Road Milford, DE 19963

Ford - Chevrolet - Dodge - Jeep  
Lincoln - Honda - Buick - GMC - Toyota - Nissan

(800) 698-9825

(302) 422-3300

Fax: (302) 839-0555

April 1, 2014

Chief John Fitzgerald  
Chevy Chase Village Police Department  
5906 Connecticut Avenue  
Chevy Chase, MD 20815

Dear Chief Fitzgerald,

I am pleased to provide the following quote on a New 2015 Ford Police Interceptor Utility priced per MD BPO #001B4400297 and equipped as follows:

## Marked New Deputy

|         |   |                 |
|---------|---|-----------------|
| Vehicle | <b>2015 Ford Police Interceptor Utility K8A AWD</b>             | <b>\$25,132</b> |
| YZ/RW   | Oxford White Exterior Color with Cloth Front & Vinyl Rear Seats |                 |
| 51R     | Spot Light – Driver's side – LED Unity                          | Included        |
| 68G     | Rear Dorr Handles/Locks Inoperable                              | Included        |
| 18W     | Power Window Disable  | Included        |
| 60R     | Noise Suppression Bonds   | Included        |
| 17A     | Auxiliary Climate Control                                       | \$ 610          |
| 43D     | Dark Car – Courtesy Disable                                     | \$ 20           |
| 61R     | Steering Wheel Controls – Configurable                          | \$ 155          |
| 60P     | Remote Keyless Entry – FOBS (2)                                 | \$ 255          |
| 17T     | Cargo Dome  | \$ 50           |
| 76R     | Reverse Sensing   | \$ 275          |
| 153     | Front License Plate   | N/C             |
| AFTMKT  | Back up Camera – Dealer Installed                               | \$ 395          |
|         |   |                 |
|         | <b>Total</b>  | <b>\$26,892</b> |
|         |   |                 |

Note: You will receive a 2015 Model for the 2014 Model price. Please contact me with any questions, changes or to place an order. Thank you and I look forward to hearing from you.

Respectfully submitted,  
Chris Wilder

